



Department of Conservation & Recreation  
CONSERVING VIRGINIA'S NATURAL AND RECREATIONAL RESOURCES

## LOCAL ESC PROGRAM RATING WORKSHEET

Local Program:

Review Date:

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**Introduction:** This worksheet provides a numerical rating for the local program based on the minimum standards of effectiveness as contained in the Local ESC Program Review Checklist. A total of 100 points is available for each program component. A local program must receive a minimum of 70 points in each component in order to be considered "effective" in accordance with the VESCL and the VESCR.

### PART I: ADMINISTRATION

Available Points	Earned Points	Criteria
<b>Certified Personnel - pick only one per heading</b>		
1. Locality has a Certified Program Administrator		
15		Yes
0		No
2. Plans are reviewed by a Certified Plan Reviewer		
15		All ESC plans are reviewed by certified Plan Reviewers.
10		At least 70% of the ESC plans are reviewed by certified Plan Reviewers.
0		Less than 70% of the ESC plans are reviewed certified Plan Reviewers.
3. Inspections are conducted by a Certified Inspector		
15		Certified Inspectors conduct inspections of ESC and post-construction SWM measures.
10		At least 70% of the site inspections are conducted by certified Inspectors
0		Less than 70% of the site inspections are conducted by certified Inspectors
45		<b>Subtotal - Certified Personnel</b>
<b>Local ESC Ordinance - pick only one</b>		
45		All required items are present and correct and all optional items are included.
40		All required items are present and correct and some optional items are included
30		All required items are present and correct
20		One or more of the following items is missing; all other required items are present and correct.
		State agency project exemption
		Board option for plan approval of multi-jurisdictional projects
		Board approval of linear utility and railroad projects
		Shoreline erosion control exception
		Exception for ponds required to comply with the Dam Safety Act
		Owner is responsible for the plan
		Forestry exception
		Certification that an approved plan will be followed
10		The basic items listed below are present and correct; other required items are not:
		Definition of a land disturbing activity, not including exclusions and exceptions
		No land-disturbing activity allowed without an approved plan or agreement in lieu of a plan
		Identify regulations and design standards
		Locality must provide for periodic inspections
		Procedures for issuing a notice to comply
		Procedures for issuing a stop work order and revoking the permit
		Appeal procedures
		Class I Misdemeanor or civil penalties
		Identify plan approving authority, program authority and inspection responsibility
0		The basic items are not present and/or not correct.
45		<b>Subtotal - Local ESC Ordinance</b>
<b>General Program Administration - Pick all that apply</b>		
2		Locality charges plan review/ land disturbance permit fees.
2		Locality issues land-disturbing permit only at pre-construction conference.
2		Locality has developed an ESC application package, including standard forms and instructions.
2		Locality attaches a standard tracking/summary sheet to the project folder
2		Locality organizes ESC documents by project.
10		<b>Subtotal - General Program Administration</b>
100		<b>TOTAL - PROGRAM ADMINISTRATION</b>



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### PART II: PLAN REVIEW

Available Points	Earned Points	Criteria
1. Prior to commencement of land disturbing activity, an approved plan or agreement-in-lieu-of-plan is required for all projects:		
20		Yes
0		No
2. Where there is an approved plan, designation of a Responsible Land Disturber is required prior to commencement of land disturbing activity		
5		Yes
0		No
3. Plans are reviewed within 45 days of receipt		
5		Yes
0		No
4. The plan reviewer states in writing the reasons for disapproval and specifies the needed modifications for approval		
5		Yes
0		No
5. Reviewed plans meet the VESCR Minimum Standards or an appropriate variance is granted		
30		Approved plans comply with Minimum Standards and local design criteria or a variance is granted.
20		70% of reviewed plans meet the applicable Minimum Standards
10		50% of reviewed plans meet the applicable Minimum Standards
0		Less than 50% of reviewed plans meet the applicable Minimum Standards
6. Content of reviewed plans meets the VESCH guidelines or more stringent local standards		
20		Approved plans comply with VESCH guidelines
10		70% of reviewed plans comply with VESCH guidelines
5		50% of reviewed plans comply with VESCH guidelines
0		Less than 50% of reviewed plans comply with VESCH guidelines
7. Maintenance responsibilities for ESC measures are included in the approved plan		
5		Yes
0		No
8. Locality maintains a copy of approved plan or agreement in lieu of plan and associated documentation until final stabilization		
5		Yes
0		No
9. Other considerations		
5		Locality implements two or more of the items listed below:
		A statement describing the maintenance responsibilities for ESC measures is included in the approved plan.
		Variances are requested and responded to in writing
		Maintenance agreements for permanent facilities are required for plan approval.
		Plan preparers and plan reviewers use the minimum standard and plan review checklists and the checklists are maintained in the project file.
		Opportunity for inspector review and recommendation is incorporated into the plan review process.
		When plan review is provided by a SWCD or other outside source, the plan reviewer meets with the inspector(s) prior to commencement of land disturbing activity
		Lot by lot grading plans are required for plan approval of subdivision projects.
		All plans are stamped and dated upon approval.
0		Locality does not implement other items or only implements one item
100		TOTAL – PLAN REVIEW



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### PART III: INSPECTION: Pick only one per heading.

Available Points	Earned Points	Criteria
1. Inspections are conducted during or immediately following initial installation of erosion and sediment controls		
10		For all reviewed projects, inspections were conducted during or immediately following initial installation
5		For at least 70% of reviewed projects, inspections occurred during or immediately following installation
0		For less than 50% of reviewed projects, inspections occurred during or immediately following installation
2. Inspection frequency satisfies the requirement in 4VAC50-30-60.		
20		Inspection frequency averages at least once in every two week period
10		Inspection frequency averages at least once in every three week period
5		Inspection frequency averages at least once in every four week period
20		The locality has implemented a Board approved Alternative Inspection Program
0		Inspection frequency averages greater than once in every four week period or the locality has not implemented it's Board approved Alternative Inspection Program
3. Inspection documentation meets program requirements		
15		Documentation includes project name, inspection date, violations, deadlines for correcting violations, changes that are required, and notes on verbal or written communications with responsible party.
10		Documentation includes project name, inspection date, violations, changes that are required, and notes on verbal or written communications with responsible party.
0		Inspections are not documented or documentation for less than half of the projects does not include project name; date; violations, or changes that are required..
4. Sites meet the VESCR Minimum Standards		
40		Visited sites meet all the applicable Minimum Standards
35		Visited sites meet all but one of the applicable Minimum Standards
20		Visited sites meet all but two of the applicable Minimum Standards
0		Visited sites do not meet three or more of the applicable Minimum Standards
5. Inspections were conducted at the completion of a project and prior to release of any performance bond		
10		At least 70% of the sites were inspected prior to release of any performance bond
0		Less than 70% of the sites were inspected prior to release of any performance bond
6. Inspection Management		
5		Locality implements two or more of the items listed below:
		Procedure in place to coordinate plan changes resulting from inspection activities with the plan approval authority
		The responsible party is required to submit monitoring reports to the plan-approving or permit-issuing authority.
		When variances are requested during land disturbance they are responded to in writing
		A pre-construction meeting is held on all sites requiring a plan.
		Duplicate copies of inspection reports are left on-site with the responsible party.
		As-built documentation is required for all permanent SWM facilities installed to meet Minimum Standard 19.
0		Locality does not implement optional items or only implements one item
100		TOTAL - INSPECTION



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PART IV: ENFORCEMENT - Pick only one for headings 1 through 3. Pick **all** that apply for headings 4 and 5. If 0 points are received for heading #1, headings 2-5 must be completed. If 60 points are received for heading #1, heading 5 must also be completed.

Available Points	Earned Points	Criteria
1. Sites visited during the program review		
60		Sites visited confirm additional enforcement was not needed and not utilized (NOTE: go directly to #5)
0		Sites visited confirm need for additional enforcement (NOTE: continue to #2)
2. When violations noted on written inspection reports remain during subsequent inspection(s), Notices to Comply (or equivalent action) are issued.		
25		Where violations remained, NTC were issued each time.
20		Where violations remained, NTC were issued 70% of the time.
10		Where violations remained, NTC were issued 50% of the time.
0		Where violations remained, NTC were issued less than 50% of the time.
3. Notices to Comply (or equivalent action) contain specific measures that need to be made and specify deadlines for completion		
5		Yes
0		No
4. Stop Work Orders (or equivalent action) are issued when :		
10		Subsequent inspection to a Notice to Comply reveals continuing violation(s)
10		Land disturbing activities commenced without an approved plan
10		Violations are causing or are in imminent danger of causing harmful erosion Yes
5. Enforcement Management		
10		Locality has developed standard enforcement documents.
10		Locality has disseminated an enforcement policy to the development community.
10		Locality has developed a schedule of civil charges/administrative fines.
10		Bond revocation, civil penalties, criminal penalties, etc. are to secure compliance.
100		TOTAL - ENFORCEMENT



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### LOCAL PROGRAM OVERALL RATING

#### Program Administration

100		SUBTOTAL - PROGRAM ADMINISTRATION
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#### Plan Review

100		SUBTOTAL - PLAN REVIEW
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#### Inspection

100		SUBTOTAL - INSPECTION
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#### Enforcement

100		SUBTOTAL - ENFORCEMENT
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### OVERALL EFFECTIVENESS:

	Local program <b>meets</b> standards of effectiveness based on a score of at least 70 points in each program component
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	Local program <b>does not meet</b> standards of effectiveness based on a score of less than 70 points in one or more program component.
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### DCR LOCAL PROGRAM REVIEW APPROVAL

#### Watershed Office

Preparer:

Title:

Signature:

Date:

Regional Manager:

Office:

Signature:

Date:

#### Central Office

Erosion and Sediment Control Program Manager:

Signature:

Date: